



How To Apply

For a job at Arlington County Government



ARLINGTON
VIRGINIA

For external applicants



1

START

- 1) Go to arlingtonva.us/jobs
- 2) Click the **magnifying glass icon** or **"All Jobs"** to begin browsing available openings.

2

BROWSE JOB OPENINGS

- 1) Click on a **job's name** to view more information.
- 2) Click **"Apply Now"** at the bottom of the page to begin!



- 1) Enter your **email address**
- 2) You'll receive a verification code in your email, enter that code **back on our website**. Click "Send New Code" if you haven't gotten one within a few minutes.
- 3) Click **"Verify"**, and continue.

3

BEGIN YOUR APPLICATION

Verification Code *

4	7	8	1	5	2
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4

CONTINUE APPLYING

- 1) Continue filling out your Application and answer mandatory questions.
- 2) Sign your name at the bottom of the page.
- 3) Click **"Submit"** at the top right corner of the page.



5

KEY POINTS

- Make sure you have details typed in each of your work experiences listed!
- Make sure you answer and fill out as many information fields as possible!



What Does a Complete Experience and Education Section Look Like?

Work History

Employer Name
Arlington County Government

Job Title
Human Resources/Organizational Development

Start Date
05/27/2024

End Date

Employer Country
United States

Employer State or Province
VA

Employer City
Arlington

Current Job
Yes

Part Time

Responsibilities

- Performing active and passive sourcing, screening, interviewing, evaluating and negotiating, leading to directly hiring 120, and counting, employees for the County.
- Planning and coordinating the strategy/execution for individual recruitments, job fairs, public safety promotional exams, and large-scale recruitments.
- Communicating with and assisting hiring managers to assess job needs, compose job announcements, and conducting screening, testing and selection activities.
- Conducting studies and assisting departmental managers to assess work needs, job design changes, and suggest changes regarding optimal organizational structure.
- Providing information, professional advice, subject matter expertise and problem-solving services to departmental/agency staff on human resources matters.
- Utilizing a variety of CRM, ATS, and HR tools such as NeoGov and Prism/Prism+ by Sierra-Cedar to manage workforce personnel and their respective accounts to ensure day-to-day operations are consistently functional.
- Serving as a liaison to the County's centralized Human Resources Department (HRD) to facilitate the resolution of payroll, salary, recruiting, employee/labor relations, and other HR-related issues.
- Regularly updating current, and developing new, HR materials such as physical flyers, digital advertisements, training documents/guides, and instructional materials for end-users.

Cancel

Delete

Save

This is the most important section to fill out. Provide all of your work responsibilities and as much information as possible to describe what you do/did!

Make sure to click "Save" after filling out your information!

Education

Degree
Bachelor's Degree

Major
Cognitive & Behavioral Neuroscience

School

School Name
University of California - San Diego

Start Date
09/21/2016

End Date
03/25/2021

Country
United States

State
CA

City
La Jolla

Drag and Drop

Select or drop files here.

URL

Add URL

Cancel

Delete

Save

RED ARROWS indicate the most important sections